

**Project Assistant (holding a functional title of Assistant International Engagement Officer) (Ref: 2400262)
Faculty of Education and Human Development**

The appointee will be responsible for:

- managing and overseeing student support activities targeted towards non-local students, ensuring their successful integration and engagement within the Faculty community;
- coordinating the production of high-quality videos that effectively showcase and promote the internationalization efforts of the Faculty;
- creating engaging and informative content for social media platforms, with a focus on assisting non-local students in adapting to their study life in Hong Kong; and
- developing and implementing comprehensive digital marketing campaigns to raise global awareness and promote the Faculty's offerings internationally.

Applicants should have a Bachelor degree in Translation, Communication, Journalism, Marketing or a related discipline, preferably with several years of full-time experience in corporate or marketing communication; proficiency in English and Chinese (including Putonghua); strong communication, writing and editing skills; solid experience in online marketing campaigns and social media management, particularly on platforms such as WeChat and Xiaohongshu. Knowledge of Adobe Photoshop and Illustrator will be advantageous.

Immediate availability or short notice is preferred. Fresh graduates are welcome to apply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 27 March 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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